

**HUMAN RESOURCES SUPERVISOR**

**DEFINITION:**

Under general direction of the Human Resources Director, performs difficult and responsible Human Resources work.

**CLASS CHARACTERISTICS:**

This is the professional-level Human Resources generalist position involving the full phase of responsibilities for technical/professional Human Resources functions. Considerable use of analytical ability is required, and the exercise of independent judgment, limited by the Human Resources Director's review and compliance with law and City policies. A high degree of interpersonal and human relations skills are required in the labor relations, test review, counseling, training and advisory aspects of this position. Expert writing ability, under conditions of critical time deadlines and extreme pressure, is regularly utilized in the performance of duties. The position directly supervises support and technical staff as well as temporary employees including consultants, including goal setting, providing training, coaching, performance evaluations, and addressing job performance issues.

**IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Supervise recruitment and selection functions for the City, and perform recruitments from initial recruitment planning to final hire, including: writing announcements and advertisements, developing interview questions, performance tests, assessment centers and other testing procedures.
2. Interpret, explain and apply personnel rules and regulations, programs, policies, and laws to employees, the public and department heads; answer questions and provide information on sensitive and confidential matters.
3. Oversee and coordinate benefits administration, workers compensation, and employee relations.
4. Coordinate various employee training programs utilizing consultants and outside trainers.
5. Perform research on personnel-related topics; prepare written summaries of information or detailed reports for the Human Resources Director, Assistant to the City Manager, City Manager, or others as necessary.

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### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

6. Maintain the City's compliance with Title I ADA requirements.
7. Manage complex personnel problems including investigations of highly sensitive and confidential issues such as sexual harassment, discrimination claims or employee misconduct; develop strategy; recommend corrective action or disciplinary measures; prepare and/or review predisciplinary letters for potential Skelly hearings; prepare and/or review final disciplinary letters; and advise supervisors and department heads on proper disciplinary procedures.
8. May participate in contract negotiations with represented groups including sitting at the bargaining table; researching options during negotiations; presenting options; assisting in strategy development for management.
9. Manage grievance and/or formal appeals process, including developing defensive strategies with City Attorney's Office and/or outside legal counsel.
10. Implement classification and salary studies; make and negotiate recommendations; write job specifications.
11. Develop new recruitment advertising and public relations techniques with special emphasis on obtaining qualified candidates from protected classes and candidates for classifications which are difficult to fill; may include field recruitment work.
12. Coordinate special personnel-related projects; manage the work of outside consultants when used.
13. Act as Human Resources Director in his/her absence.
14. Assist Director in annual compensation and benefits recommendations for management, professional and front-line employees, including conducting salary and benefits surveys of other agencies, as necessary.
15. Process and approve personnel actions as necessary (i.e., out-of-class pay requests, acting pay requests, miscellaneous other actions).
16. Write policies as assigned.

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### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

17. Lead the City's Safety Committee and participate in other interdepartmental committees as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles and practices of public personnel administration.
2. Principles and practices related to the following: recruitment and selection, test development, job analysis, classification, labor relations, compensation, organizational development, safety, and sources of information related to local government personnel practices and training materials.
3. State and Federal legislation and court cases affecting human resources administration.
4. Personnel rules and regulations.
5. Principles of supervision.
6. Performance appraisal and program management.
7. Modern public sector management methods and techniques, training and organization development.
8. Employee-employer relations processes.

#### **Ability to:**

1. Analyze and evaluate extensive data effectively and objectively;
2. Prepare oral and written reports and recommendations clearly, logically and concisely.
3. Exercise significant maturity, confidentiality and judgment.
4. Work with sensitivity within a complex labor relations environment.
5. Gather, interpret and analyze data.
6. Present persuasive arguments/recommendations; negotiate solutions.
7. Learn quickly; work independently.

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### **Ability to (continued):**

8. Interact effectively under pressure.
9. Develop comprehensive plans from general instructions.
10. Communicate effectively orally and in writing with City officials, department heads, other City employees and the public.
11. Plan, lead and coordinate the work of others and facilitate groups.
12. Maintain positive relationships with employees and the public.
13. Interpret and apply various personnel-related policies, procedures, rules and regulations, MOUs, and state and federal laws.
14. Complete multi-faceted projects, activities and/or functions with good attention to detail.
15. Meet with the public and all levels of employees to discuss and resolve problems tactfully, courteously and effectively.
16. Conduct organizational, procedural and statistical research studies and analyses and prepare comprehensive reports.

### **JOB REQUIREMENTS:**

1. Must possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. Graduation from a four year college with major course work in public administration or a related field. Graduate-level coursework is desirable but not required.
3. Two years of recent and increasingly responsible analytical experience in personnel administration within a personnel or employee relations office in local government is desirable. Lead experience is highly desirable.
4. Must have the willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings; travel out of town and attend workshops, conferences and seminars during work and non-work hours, including weekends. Certain activities may require working outdoors in adverse weather conditions.

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### **DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Lifting up to 10 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: office conditions, 95% of the time  
Outdoors: varying conditions, 5% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

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